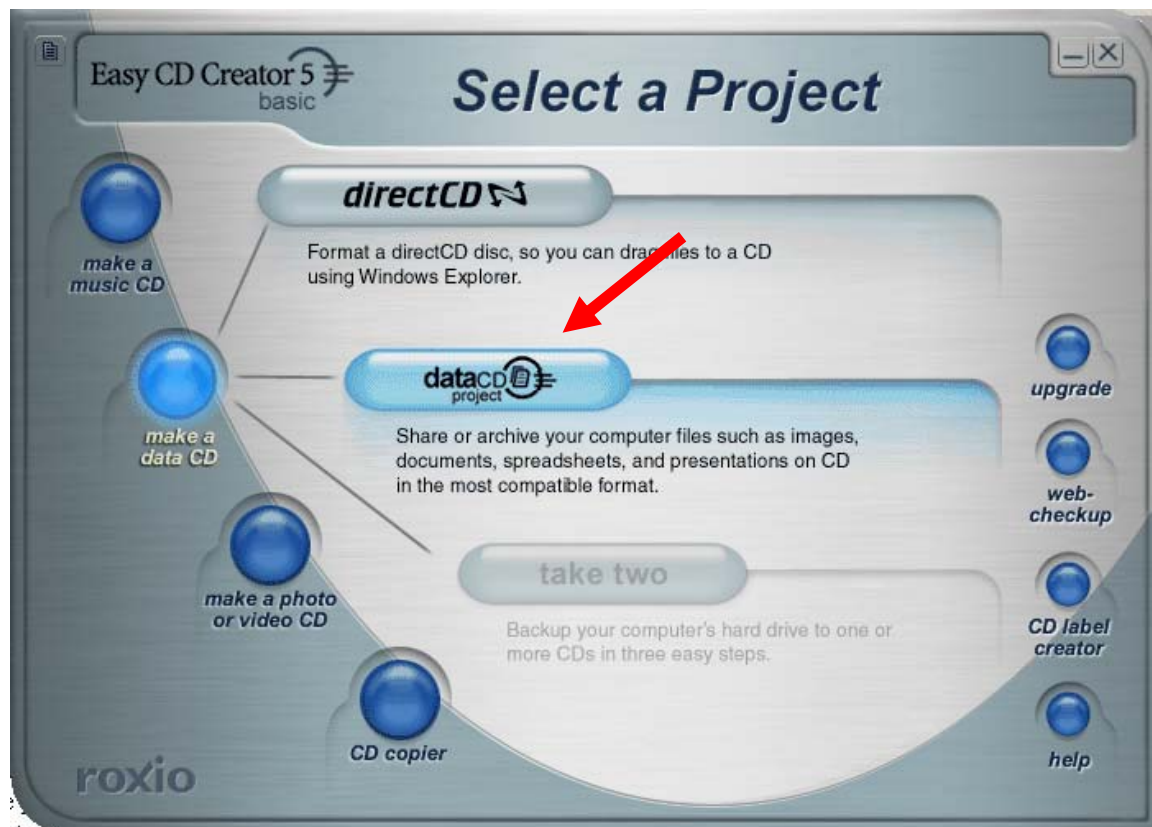
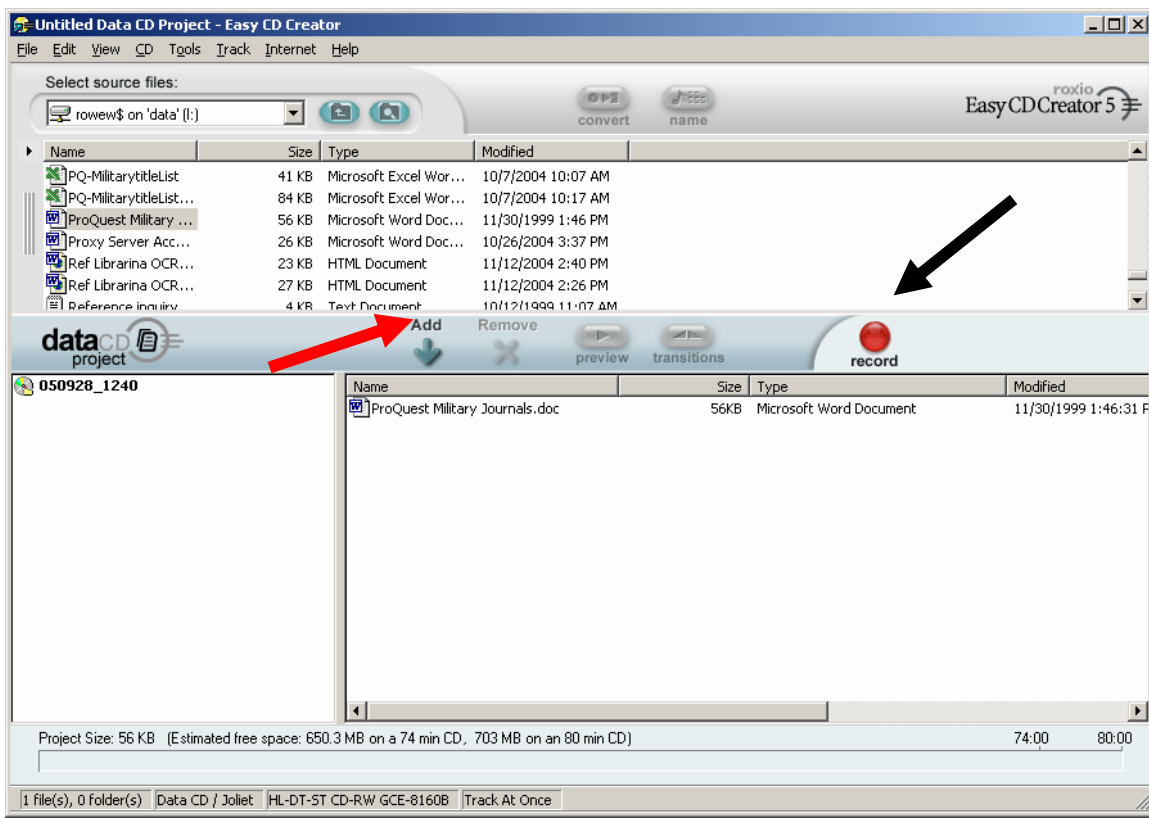


How To Use the CD Burner Software

The computers in the Library Instruction Room have an **icon** labeled “**Burn CD & DVD with Roxio.**” Click this icon will open the “Easy CD Creator” software program necessary for copying files and folders to a CD.



Once the program opens **Select** “**make a data CD**” and **choose the middle button** under which starts the sentence “**Share or Archive your computer**”



The next step involves selecting file(s) to be copied (burned). Go to the location of the file, highlight it and then **hit the down arrow** “**ADD**” on the screen to place it in the queue to be burned to the CD.

Repeat this process for additional file(s).

When finished selecting, clicks the **RED** button to start the burning process.

A “**Record CD Setup Box**” will appear and ask for where you want the file to be burned (what drive?) There is only one option and that is the “**W-drive.**”

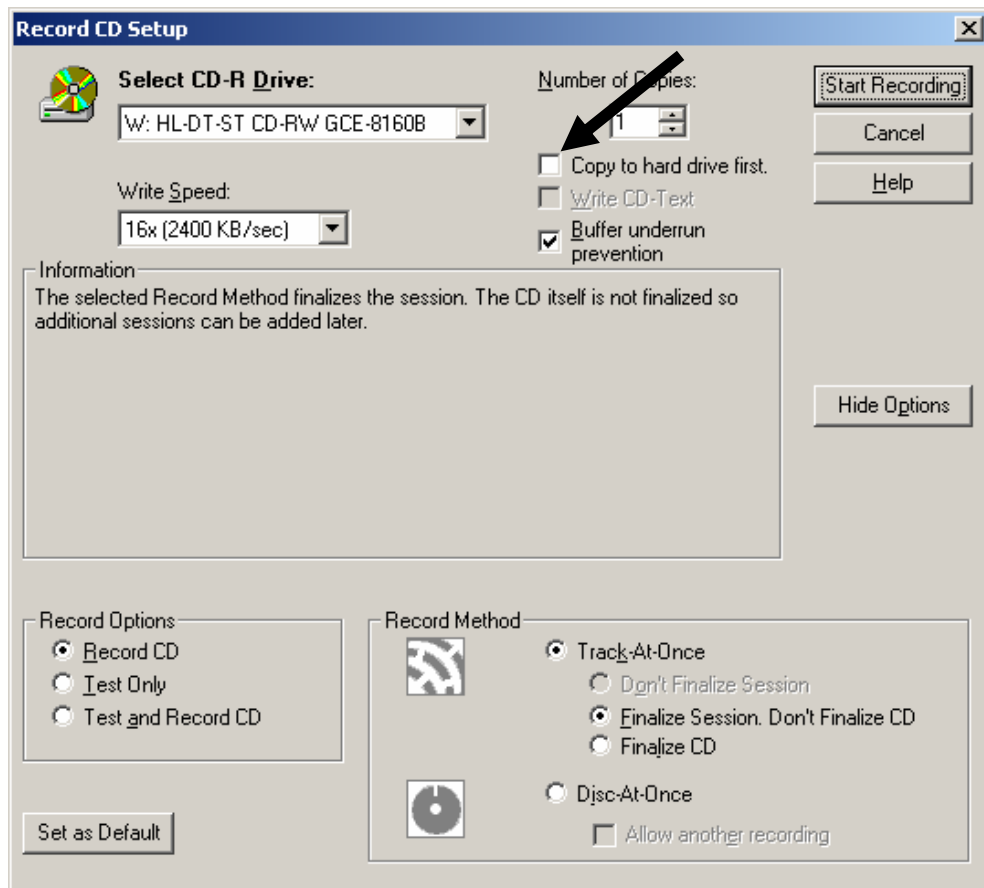
NOTE:

The “W-drive” is the **2nd CD drive** in the CPU (Computer); the first one is the “F-drive.” If the CD-Write is not already in the W-drive, place it in there now.

If the user has selected files from drives located **on the network**, (i.e. “S-drive” or “I-drive”), which in most instances will be the case, these files will not go directly to the W-drive to be burned to the CD.

This is most likely a firewall issue

To allow the process to run correctly you must place a **CHECK** in a check-box called “**Copy to hard drive first.**”



If you get the error below, try putting a check in the check-box “**Copy to hard drive first.**”

If that does not work, ensure the **CD is in the W-drive.**

If it still does not work, try a **NEW CD.**



ADDITIONAL NOTES

- (1) The computers next to the windows also have the capability to burn CDs.
- (2) If there is **NO** icon on the desktop, go to Programs and choose “Roxio Easy CD Creator.” Depending on the computer, you may also need to choose “Project Selector.”
- (3) In the License agreement box one must click in the Radial button “I accept the Terms,” then click OK.

Please see a Reference Librarian for further assistance.